

Idaho Judicial Branch Position Description

Position Title: Misdemeanor Probation Specialist
Effective Date: September 2009
Salary/Range: \$48,000 - \$60,000 DOE

General Position Summary:

Conducts complex assignments in the planning, development, coordination, support, and evaluation of misdemeanor probation services for offenders throughout Idaho. Reports to the Director of Problem-Solving Courts and Community Sentencing Alternatives and the Deputy Administrative Director of the Courts.

Major Duties and Responsibilities:

This position is the result of the Idaho Supreme Court's partnership with the Idaho Association of Counties and the Idaho Department of Correction to implement a statewide Misdemeanor Probation Development Project to achieve consistent county misdemeanor probation services throughout Idaho. The Misdemeanor Probation Specialist's role is to provide substantive expertise of best practices for misdemeanor probation services and support the delivery of those services in each county.

Examples of Duties (The examples provided do not cover all of the duties which the incumbent of this position may be required to perform.):

- Support and lead the Misdemeanor Probation Planning Committee in developing an evidence-based misdemeanor probation system in counties throughout Idaho.
- Serve on the Misdemeanor Probation Planning Committee and plan agendas and prepare materials to support and lead the work of that Committee as well as any subcommittees or special work groups established to guide probation services in Idaho.
- Identify and provide technical assistance on best practices for county probation departments to use in delivering misdemeanor probation services.
- Collaborate with local government stakeholders to implement core guidelines and standards for misdemeanor probation throughout Idaho.
- Serve as a resource for county commissioners and misdemeanor probation departments to develop misdemeanor probation services throughout Idaho.
- Lead effort to implement uniform, validated risk assessment of misdemeanor offenders' criminogenic risk to enhance caseload management, offender rehabilitation, and officer and community safety as well as develop and monitor a system to allocate funds to purchase the assessments.
- Facilitate a workgroup from the Misdemeanor Planning Committee to identify enhancements to the ISTARS Misdemeanor Probation Module and utilize that module to develop interfaces with other systems for automated case management.
- Work with the Idaho Association of Counties Misdemeanor Probation Administrators to develop and draft, and ensure availability of, model policies and procedures for misdemeanor probation departments statewide to guide operations, personnel management, and ethical behavior.
- Collect information to assist in development of statewide guidelines, standards and policies/procedures and draft materials for such documents for use by county misdemeanor probation departments.
- Work with the Training Council Workgroup to assist in developing curriculum, drafting administrative rules, and establishing a Training Council for the Misdemeanor Probation Training Academy to facilitate the certification of misdemeanor probation officers.
- Identify and review relevant research and evaluation literature and compile relevant information on effective operations within county probation services for misdemeanor offenders.

- Develop and implement an evaluation plan to identify appropriate data collection efforts including data collection for annual reports.
- Provide in-service or other continuing education and training in principles of offender rehabilitation for misdemeanor probation officers.
- Design, format, compile and prepare data reports on aspects of misdemeanor probation services and disseminate such reports as directed
- Update implementation plans, monitor timelines, interact with personnel throughout the state to obtain timely information, and document implementation plan accomplishments.
- Conduct evaluation activities, including data analysis using statistical analysis software, in relation to specific operational areas of probation delivery services for misdemeanor offenders.
- Develop strategies for strengthening available information about misdemeanor offenders for the judiciary.
- Provide training to update and review principles of misdemeanor probation services.

Knowledge, Skills, and Abilities

- Knowledge of criminal justice system and elements of criminal justice administration.
- Knowledge of community sentencing principles and evidence-based practices in general and probation specifically.
- Knowledge of principles of delivery of adult education and training.
- Excellent verbal and written communication skills and abilities.
- Ability to organize project elements, construct project management timelines, monitor project progress, and adhere to timelines.
- Ability to both accept direction and to initiate and sustain work efforts without close supervision.
- Ability to facilitate multidisciplinary workgroups and related committee work projects to support planning and evaluation activities and other special projects.

Minimum Qualifications

- Bachelor's Degree in Criminal Justice, Public Administration, Psychology, Social Work or other related field; Masters degree preferred.
- Five years experience in planning and program management; seven years experience preferred.
- Direct experience in providing probation services and/or developing and providing professional training preferred.
- Additional years of education or experience may substitute for minimum qualifications.
- Must have experience with Word and Excel. Prefer experience with Access, SPSS, and Sharepoint and general understanding of information systems.

Special Note

This position is a grant-funded position and funding has been provided through June 30, 2012. Following the expiration of the grant, it is anticipated that continued funding will be available for this position through the Judiciary's dedicated funds. If funding is not available, the position may be subject to a reduction in hours or elimination.

Application Instructions

If interested in being considered for this position, please complete the attached application and supplemental questions and submit them, along with your cover letter and resume to hr@idcourts.net or to the Human Resource Office, P. O. Box 83720, Boise, ID 83720-0101. Application packets must be received by ***Friday, October 9, 2009 by 5:00 p.m., MDT***. The State of Idaho is an equal opportunity employer.

APPLICATION FOR EMPLOYMENT WITH THE IDAHO JUDICIARY

Thank you for your interest in a career with the Idaho Judiciary. The information you provide in this application will be used, among other things, to assess your qualifications and suitability for the position for which you have applied. If you have any questions, please contact Human Resources at hr@idcourts.net.

PERSONAL (requested for verification and contact purposes)

1. Your Name (Please print or type)					
Last		First		Middle	
2. Please list address at which you can be contacted.					
Number	Street	Apt #	City	State	Zip Code
3. Please list the local telephone number(s) at which you can be contacted.			Daytime	Evening	

EDUCATION

	Name and location of school (city and state)	Dates Attended	Type of Degree (if applicable) or Courses
Secondary			
College			
College			
Other (Professional Certificates)			

EXPERIENCE AND EMPLOYMENT

Beginning with your most current employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past 10 years. (For the purposes of this application, volunteer work should be included as employment.) For identification and verification, please indicate the nature of the activity; i.e. full-time, part-time, or voluntary. If you have had intervening periods where you were not employed, please list those periods in the spaces provided. If you need more space for positions or gaps, please attach additional sheets with the information.

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties are:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) - Email address -	
Current Salary		Starting Salary	
Reason for leaving/desiring to leave (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) - Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) - Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) - Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

<p>13. Has any employer ever investigated you or your work performance as a result of a complaint from a co-worker, supervisor, subordinate or member of the public? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," give the complete details of each incident on a separate page:</p> <p>Date: _____ Nature of complaint: _____</p> <p>Date: _____ Nature of complaint: _____</p> <p>Were any of the complaints sustained? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>14. Have you received any discipline in the work place? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "yes", please provide a detailed explanation.</p>

LEGAL

<p>15. Have you ever been convicted of any crime? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>**Please include any situation where the sentence was imposed, suspended, deferred, or withheld, and regardless of whether the plea or conviction was withdrawn, dismissed, or expunged.</p> <p>If "yes", please give the following information:</p> <table border="1"> <tr> <th>Approx. Date</th> <th>Police Agency</th> <th>Circumstances</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Approx. Date	Police Agency	Circumstances						
Approx. Date	Police Agency	Circumstances							
<p>18. Have you ever been the subject of a civil restraining order, protection order, or a contact order? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "yes", please explain.</p>									

CERTIFICATION

<p><i>I hereby certify that all statements made in this application are true and complete, and I understand that any misstatements of material facts, deliberate inaccuracies, omissions or incomplete statements will subject me to disqualification or termination of employment if discovered after I become employed.</i></p>	
Signature	Date

SUPPLEMENTAL QUESTIONS

To help us understand your prior experiences, as well as your written communication skills, please answer the following questions:

1. Describe your experience with planning, implementing, and monitoring a grant-funded program or project.
2. Give one example of your experience in serving on interdisciplinary or interagency work groups and one example of your experience in leading such a workgroup.
3. Please describe your experience, if any, with ISTARS.
4. Describe your experience with providing and/or supervising probation supervision to offenders, discussing the agency you worked for, nature of caseload, and any training that you received.
5. Describe your experience in providing training to groups or individuals in some area of the criminal justice or other human services system.
6. As described in the job description, please comment on what you believe to be your particular strengths in meeting the requirements of this position? What is it about this position that appeals to you?